

# Lodge Farm Primary School



# PARENT HANDBOOK 2022- 2023



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## **School Aims**

Our aims for the children at Lodge Farm.

We, at Lodge Farm, are concerned with the whole education of the child. We hope, above all, that each child will develop fully to his or her potential by providing equality of opportunity throughout the curriculum. Our aim is to provide skills and knowledge for the children to understand the world around us, and for use in adult life. We aim to develop young people who have experienced success in school, who have positive attitudes about themselves, children who are becoming socially aware and will become caring members of the society. We strive to arm our children with the self-belief that they can achieve. All the children who attend Lodge Farm can find something to excel at!

The school supports the Primary Curriculum Aims of Walsall Education Authority, promoting and fostering development of skills, interests and attitudes that are appropriate to the intellectual, physical, emotional and social stages of each child's development.

### Who to see if have an issue:

There will be occasions during the year when you may need to come into school to raise any concerns. As you will appreciate, it is very difficult for members of staff to speak to you either at the start of the day when registering their classes or at the end of the day when dismissing children from school.

If you wish to see your child's class teacher briefly then please ensure that you do so either before 8.40 am or 10 minutes after your child's class has been dismissed. Please come round to the main office door and ask to speak to them.

If it is a more serious issue then it may be necessary for you to see your child's Phase Leader either at the times indicated above or by making an appointment to do so. Phase Leaders/Year Leaders are as follows:

**Mrs C Hickman** Nursery and Reception

**Miss R Adams** Year 1/2

**Mrs N Danks** Year 3

**Miss S Waseem** Year 4

**Mr R Horton** Year 5

**Mrs L Lawson** Year 6

If necessary, an appointment may be made to meet with any of the following staff who are in the Leadership Team if you have a more serious concern:

<b>Mr R Horton</b>	Assistant Head teacher/SENCO
<b>Mrs L Lawson</b>	Assistant Head teacher
<b>Miss R Adams</b>	Deputy Head teacher
<b>Mrs N Boys</b>	Head teacher

### Arrival at School

Nursery and Reception children enter through the Nursery gate from 8:40am. KS1 and KS2 children enter the school via the staff carpark gate from 8:40am and walk with their parents onto the KS2 playground following the one-way system in place. Pupils go straight to their classroom via the KS2 playground door and parents exit the playground gate. Children arriving after **8.50am will be considered late and they will receive a late mark**. Late children must be signed into school via the school office. Afternoon Nursery starts at 12.30pm. Please ensure your child arrives promptly for the afternoon session.

### Collection of Children

School finishing time Nursery & Little Farmers 11.45am or 3:30pm.  
Reception, Year 1 and 2 children: 3.15 pm  
Years 3 – 6: 3.20 pm.

Free After School Clubs finish at 4:30pm and must be booked in advance-forms will be sent out to you in the first week of term.

Wrap-around care is available in “Lodgers” from 3:30pm – 5:45pm each day. Late collection is monitored and you may be invited to a meeting if you are frequently late to collect your child. Late collection after 4.30pm on 3 occasions will result in your child losing their place in after school club. Late collection after 3.30pm will be charged at £2.

A one-way system is in place for parents to collect children at the end of the day. Please enter the site through the Nursery garden and follow the site to the left until you arrive at your child’s exit door. Staff will be outside to guide you to the correct place on collection. Children can only be collected by an adult (over the age of 16) who is named on their contact list. It is really important that this list is kept up to date with any changes.

End of the day exit doors are:

Little Farmers (2yr) – through side Nursery door and exit via Nursery gate

Nursery (3yr) – through back Nursery door and exit via Nursery gate.

Reception (both classes) – through the Reception classroom doors and exit via Nursery gate.

1OL – through fire exit from classroom into Nursery garden. Parents to line up by the coloured fence through the Nursery gate rather than by the door.

1/2HK – through the KS1 hall door and exit via Nursery gate.

2HW – through door by patio round the back of the kitchen.

3PB – through ND fire exit door, by the kitchen door.

3ND - through ND fire exit door, by the kitchen door.

4SW – through door next door to the office.

4DB – through door next door to the office.

5RH – through door by patio round the back of the kitchen.

5GL – through door by patio round the back of the kitchen.

6HL – through the office door.

6LL – through the office door.

Walking to/from School alone (Year 5 & 6 only)

Parents should be aware that we do not suggest that children walk to or from school alone.

However, if your child does walk to or from school alone we would be grateful if you would complete the relevant form, which will be sent home for you to complete. Without this form we will be unable to let your child leave school on their own.

Parents should note that the school car park is for staff and visitors only. Parents should park outside of the school grounds and walk onto site. Please note that the Lodge Farm pedestrian gates to the side (through to Pineneedle Croft) and rear (through to the public footpath leading to Poplar Avenue) are locked during the day for safeguarding purposes. Access is via the pedestrian entrance via Willenhall E-ACT Academy.

There is a walking bus available daily through from Bentley Lane via Willenhall E-ACT Academy. The walking bus meets at the Bentley Lane gate between 8.30-8.40am.

Parents are asked to be considerate of pedestrians, residents and other road users when driving and parking near the school site. Please do not block the school gate or driveway either before or after school. Please keep the pavements and entrances clear. Please don’t obstruct our neighbours’ driveways. Parents are advised that they are not allowed to park in Pineneedle Croft during peak times.

Parents are requested to refrain from bringing dogs onto the premises when picking up children. Parents are also asked to not smoke (including e-cigarettes) on the premises, this includes the visitor car park. Both of these are against Local Authority Health & Safety Regulations.

## Music

As you know, we greatly value the importance of music here at Lodge Farm. We are extremely proud to be able to offer a range of individual instrumental lessons at Lodge Farm. Tuition is offered in the following instruments:

- Flute
- Violin
- Tenor Horn
- Trumpet

The Governing Body has agreed again this year not to charge parents for these lessons and are happy to pay for this out of the school budget. However, there is an annual voluntary contribution of £10 towards the upkeep of instruments and additional resources. It is therefore important that children realise the value of their lessons and parents can help by ensuring that they practise regularly.

## Swimming

Swimming lessons are currently available for Year 3-6 children. The children will have a weekly swimming lesson at Willenhall E-Act Academy. Children will need to bring with them their swimming kit, a cap for long hair, towel and goggles if required. Please be aware that boys must not wear swim shorts that fall below their knee.

## Attendance and Lateness

Our Attendance Registers are monitored by the Education Welfare Officer who will pick up any pattern of poor attendance or lateness. Family holidays of any length will not be authorised. It is essential that children attend school regularly. Parents need to be aware that attendance below 95% is deemed as unsatisfactory. If a child's attendance is at 80%, they are on average having one day off a week which is obviously detrimental to their education. If a child's attendance is at 90%, they are on average having half a day off a week which is also obviously detrimental to their education.

If a child's attendance falls below 95%, parents/carers will be informed in writing and hopefully the attendance will then improve. If a child's attendance falls below 92% parents/carers will be invited in to meet with the Attendance Manager and the Education Welfare Officer from the Local Authority to discuss ways in which we can ensure the attendance improves. If a child's attendance level falls to 90% they will be considered a persistent absentee.

**Children arriving after 8.50am will be considered late, will receive a late mark and must be signed into school via the school office.**

## Car Seat Regulations

May we remind all parents of the regulations regarding booster seats for children. The law requires that all children travelling in cars should be carried in an appropriate child restraint until they are 135cm tall or have reached the age of 12 years.

We assure parents that staff carrying children in their cars for school business will be complying with these regulations and we urge all parents to do likewise.

## Lunch Time Collections

Children who are going home for dinner will be dismissed from the main school office at 12noon if they are an EYFS or KS1 pupil or 12:30pm if they are a KS2 pupil. They should be brought back to the School Office for the start of the afternoon session, which is 1.00pm for EYFS / KS1 and 1:30pm for KS2.

If you are planning to collect your child, for medical reasons, during the course of the day please alert the school office. Proof of appointment is required. Your child will be collected from the classroom on your arrival. Children taken out of school during the morning should be brought back to School either before or after lunchtime but not during.

## Uniform

The uniform policy is compulsory. All children are expected to maintain a high standard of appearance and to wear our uniform at all times. Our uniform can be purchased from Crested School Wear, Clive Marks and Willenhall Market. Please see Page 12 for more information

- Blazers-Royal blue blazers with school logo **for Year 5 and 6 only**
- Jumpers-Royal blue Lodge Farm sweatshirt, V-neck with school logo or cardigan
- White blouse or shirt in the Autumn and Spring terms (polo shirts without a tie are allowed in the Summer term only)
- Lodge Farm school tie (elasticated for younger children)
- Grey or black tunic, skirt or trousers
- Grey or black ankle socks, White knee length socks or grey/black tights
- Blue checked summer dress (to be worn in Summer term only)
- Black **formal, hard-leather** school shoes with flat heels or flat-heeled, plain, leather, polishable boots
- No trainers, canvas or leather pumps (Please be aware that not all shoes sold as 'School Shoes' are accepted under the uniform policy)
- Lodge Farm PE kit (purchased or borrowed) – See page 9

**Please ensure all items of clothing are named with a permanent marker pen or specialist labels.**

We will keep a stock of shoes in school. Any child arriving in trainers or in shoes not adhering to our uniform expectations as stated above, will be given the shoes to wear during school hours.

Pupils' hair must be tidy, its natural colour and of an acceptable length and style. Hair that is medium or long in length must be tied back and no excessive hair styles are permitted. Plain headbands (without pom-poms, fluffy animal type ears etc), bobbles and hair clips can be worn. No JoJo Bows. Cosmetics such as mascara, lipstick, eye liner, nail varnish etc. are not permitted. Boys should have appropriate hairstyles and not have patterns or tram lines shaved into their hair.

## Rings and Jewellery

The wearing of jewellery is not allowed at Lodge Farm Primary School. Ear studs are allowed but they must be removed for P.E., games and swimming for obvious safety reasons. Other forms of body piercing are not allowed at our school.

## Valuables

Items of real value including toys and mobile phones are not allowed in school. If your child walks home alone (Y5 & 6 only) they are allowed to bring in a mobile phone but this must be handed in to their class teacher on arrival at school and collected at hometime. Whilst we exercise normal care in school we cannot guarantee the safe keeping of such items and so will not take responsibility for them.

## Lost Clothing

We make every possible attempt to recover lost property. However, this task is made much easier if all items of school clothing are **marked with your child's name either with a name label or indelible pen**. Any items of property handed into school are placed in lost property which is managed by Miss Clarke. At the end of each term, the lost property box will be placed in the foyer for people to view. Items remaining at the end of each term will be either disposed of or put into spare stock.

## Illness and Emergencies

Occasionally children become ill in school or accidents happen. We have qualified First Aiders on site who initially assess and treat children who are ill or require first aid treatment. However you will be notified by phone or slip of any incident where medical treatment is required. It is for this reason that it is essential that we have up to date contact details so that we can contact you in an emergency. Data collection sheets are available in the school office for updating contacts.

No child at Lodge Farm Primary School will be sent home during school hours without an escort. Parents collecting children from school must report to the school office.

## Medicines during School Hours

Non prescribed medicines will not be administered in school. For those prescribed medicines which are to be taken three times a day we suggest that these times are worked around the school day i.e. before school, after school, before going to bed. Any prescribed medicine that has to be taken during school hours should be handed into the main office and a consent form will need to be completed. Office staff will lock the medicine away and ensure that the medicine is given at the correct time.

## Inhalers

Children who have asthma are placed on the school asthma register and will be given an asthma box in their classroom. Each box will contain the child's inhaler (additional to the one they have at home), a record for when the inhaler is used and an asthma card, which is to be completed by parents/carers, detailing their child's asthma needs. Inhalers will be administered under supervision as and when needed. Staff always ensure that when children participate in off site visits, particularly those of a physical nature, that they have their inhaler.

## Head Lice

When we become aware that there is an occurrence of head lice in any class, parents of all children in that class will be informed to enable them to carry out a check of their own child's hair. Please ensure that ALL children with long hair tie it up as this greatly reduces the chance of head lice spreading.



## School Nurse

We have a School Nurse who is linked to our school. Her contact details can be found in the Visitor Foyer. Height and weight assessments are carried out annually for Reception, Year 4 and Year 6. Optometrists annually visit our Nursery and Reception.

## Fruit, Milk & Water

All children in Key Stage One receive free fruit on a daily basis. KS2 children are allowed to bring into school a healthy mid-morning snack (only fruit or cereal bars allowed). Free milk is provided to all children if they are entitled to free meals or are under 5 years of age. Milk cartons are also available to pre order termly at a variable cost. Parents will be notified when the payment item become available on ParentPay. The school has a number of fridges designated for the storage of pupil milk. This ensures that the milk is cool and fresh. We also have water fountains situated in different areas of the school so that children can drink cold water throughout the day. Drinking water has obvious health benefits and has been shown to help improve concentration. Please provide your child with a suitable named water bottle filled with water that can be brought into school on a daily basis.

## Extra-Curricular Clubs

Clubs are held most evenings from 3:20pm - 4.30pm. Lists of clubs running are sent out to parents at the beginning of each term. There is no charge for any of these clubs. Poor attendance, late collection from the after school clubs or ParentPay debt will result in your child losing their place in the club. It is expected that once your child has committed to a club, they attend for the entire length of the provision.

## Wraparound Care

Wraparound care is available at a cost from 7:45am – 8:45am and afterschool until 5:45pm every day. Please contact the office or see page 13 for prices.

## Reading

The most important thing you can do at home to support your children at school is to hear them read regularly. Please sign the child's reading diary and indicate the pages you have heard them read at home. Please ensure that your child brings their reading book or book bag in EVERY day. Please ensure that reading books and other school equipment are looked after when at home as we do have to request a small contribution in the event of loss or damage.

## PE Kit/ school equipment

All children are required to come to school in their PE kits on their PE day. You can purchase our school PE kit (t-shirt, shorts and bag) for £7.90 or borrow one for free and return it at the end of the year. If you choose to borrow a kit you will need to sign a waiver. Pupils will need black pumps for PE or they can do PE in bare feet. Warmer, outdoor clothing may be required during colder weather with the school kit underneath. The children do not need pencil cases or any other equipment. They will be provided with any writing tools required.

## School Meals

May I inform all parents that if your child / children are paying for School Meals then this money must be paid on a Monday for the whole week using Parent Pay. Log in details will be provided

to you by the office team. If arrears arise, you will be required to provide a packed lunch. Please enquire at the Civic Centre or at the School Office if you would like to apply for free school meals. Please note that in line with our Healthy School Meals Policy, parents are requested to provide healthy lunch boxes for the children. Meals at present cost £2.20 per day (Weekly cost is £11.00).

Children in Reception, Years 1 and 2 will be able to enjoy school meals for free.

### Parking

Please be aware of the parking restrictions around the School, as the parking wardens do issue tickets and that it is against the law to park on the ZIG ZAG lines or ON THE PAVEMENT.

The car park is for staff and visitor use only. You may come on to and park on site if requested to attend a meeting, if you are requested to collect your child during the school day or if you have notified the office an appointment for collection.

### Fund Raising

We do throughout the year support different charities within the local community. We also have a PTFA committee which you are all part of automatically. Meetings are held throughout the year and we would love you to join us and share your ideas on fundraising so that we can make the lives even better for our children.

### Discipline/Behaviour Policy

Lodge Farm Primary School has a zero policy on any acts of violence in the School. Any such incidents will be dealt with according to the Discipline/Behaviour Policy. We would be grateful if you would support School by discussing our rules with your children.

### Emergency Contact List

Please keep your Emergency Contact List up to date by informing School of any changes particularly to any contact telephone numbers as this information is essential if we need to contact you. Please also be aware that anybody who collects your child must be on the contact list and over 16 years of age-we reserve the right to ask for proof of age. All pupils have to have more than one contact on their contact list.

### ParentPay

We are working towards being a cashless school. We issue log ins for Parent Pay when a child joins our school. You can pay for dinners, milk, trips, non-uniform donations and other items via this system. We encourage all parents to log in and get set up as soon as they join. Please keep dinner money and wrap around care accounts in credit. Failure to do so may result in children not being able to stay for club or to order a dinner.

### Marvellous Me

We use the Marvellous Me App to communicate messages to parents and to send rewards to children. You will be issued a log in when your child starts and we encourage you to get signed in as soon as possible as this is also how we notify parents about school events.

### Timestables Rockstars

Children are given a log in for Timestables Rockstars so they can log in during computing lessons and at home to practice their times tables in a fun and interactive way.

## **2022/23 academic year**

### **Autumn term 2022**

Term starts: Monday 5 September 2022

Half term holiday: Monday 24 October 2022 to Friday 28 October 2022

Term ends: Friday 16 December 2022 at 1.15pm

### **Spring term 2023**

Term starts: Tuesday 3 January 2023

Half term holiday: Monday 20 February 2023 to Friday 24 February 2023

Term ends: Friday 31 March 2023 at 1.15pm

### **Summer term 2023**

Term starts: Monday 17 April 2023

Half term holiday: Monday 29 May 2023 to Friday 2 June 2023

Term ends: Tuesday 25 July 2023 at 1.15pm

### **INSET days**

Monday 5<sup>th</sup> September 2022

Tuesday 6<sup>th</sup> September 2022

Friday 21<sup>st</sup> October 2022

Monday 24<sup>th</sup> July 2023

Tuesday 25<sup>th</sup> July 2023

Many thanks as always to all children, parents, governors, friends and staff of the School for the ongoing help and support given to myself and Lodge Farm. It is gratefully received.

The rest of the year will be as busy and as exciting as usual with many events going on. I wish you all a very happy and successful time here at Lodge Farm.

Yours sincerely,

Mrs N Boys  
Headteacher



**Autumn & Winter Compulsory Uniform**

Blue jumper or cardigan with logo	Black/Grey trousers/skirt	Short/long-sleeved white blouse or shirt with school tie	Black/Grey/White plain socks	Black school shoe with enclosed toe (no canvas, pumps or trainers)

**Summer Compulsory Uniform**      **All Year Round**

Blue and white dress/playsuit or grey/black shorts	White polo t-shirt (either with school logo or without)	School Bag (can be any appropriate bag) & water bottle	Suitable lunch box (for children having a packed lunch)	Year 5 & 6 blue blazer with logo (In summer this must be in school at all times)

**Indoor PE Kit**

T-shirt	Navy shorts	Black pumps	Sun hat	In a draw string bag

**Outdoor PE kit**

Tracksuit top	Jogging bottoms	Outdoor trainers	In a draw string bag

**Swimming Kit (For specific year groups only and sent in on swimming day)**

Towel	One piece swim suit or trunks (no bikinis)	Swimming cap (for those with long hair)	Goggles and nose clips (optional)	In a waterproof bag

All clothes need to be clearly labelled with child's name.  
 Please remember you DO NOT NEED to provide stationary for your child-everything will be provided by the school. If your child has pierced ears, only stud earrings are permitted and they must be able to take earrings out for EVERY sports lesson. Plain headbands (without pom-poms, fluffy animal type ears etc), bobbles and hair clips can be worn, however must not be excessive in size, ie Jojo bows and must be in school colours.



# PRICE LIST

## Breakfast Club

Open every day Monday-Friday from 7.45am  
£3 per session

## Lodgers After School Club

Available every day Monday-Friday between 3.30pm-5.45pm  
Full Monday session-£7.50, Full Tuesday-Friday sessions-£5  
Part session now available from hometime until 4pm-£2

## Nursery For 2 & 3 Year Olds

Morning session-8.45am-11.45am  
Afternoon session-12.30pm-3.30pm  
£18 per session

Optional lunch club  
Without food - £3.50  
With food - £5.70

Optional wrap around care available  
from 7.45am-5.45pm for 3yr olds

## 15 & 30 Hour Funded Nursery

Apply for your funded code at  
[www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

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Primary School

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